Facility Inspections

107.1 PURPOSE AND SCOPE

Facility inspections are the collections of data designed to assist administrators, managers, and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. These inspections are to ensure policy compliance, facility cleanliness, and to identify any maintenance issues.

107.1.1 POLICY

The facility inspection process is to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures, and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers, and changes in laws and regulations.

107.2 CHIEF DEPUTY OF CORRECTIONS RESPONSIBILITY

The Chief Deputy of Corrections will ensure that inspections are conducted as outlined below.

107.3 INSPECTION AREAS

The inspection may include the following areas in the assessment process:

(a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Chief Deputy of Corrections, key program staff, and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspected so the appropriate materials will be brought up to date and made available to the assessment team.

(b) **Policy review** - A review of all correctional facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the correctional facility operation.

(c) **Record review** - A review of the records that support correctional facility activities, medical records, and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

(d) **Benchmark review** - A review of the Office stated goals and objectives should be discussed with the Chief Deputy of Corrections, program managers, and other key providers of programs. This will provide the opportunity to identify any areas that require correction, additional resources, or that reflect a successful performance that should be acknowledged and possibly replicated.

(e) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records, and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.

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(f) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the correctional facility system. The completed report and any analysis and documentation required to justify costs, policy revisions, or any other administrative requirements should be submitted to the Sheriff.

(g) **Monitor progress** - The Chief Deputy of Corrections should ensure that approved recommendations are being instituted by the responsible program providers.

107.3.1 MONTHLY FACILITY INSPECTIONS

The Corrections Operations Captain, or designee, will participate in the monthly walk-through and inspections of the Thurston County Corrections Facility. They will ensure resulting issues and concerns noted and addressed during each inspection are shared with the Administrative Lieutenant and forwarded to the Chief Deputy of Corrections for Administrative review. They will, in addition, ensure that some form of appropriate follow-up action is taken for each item noted.

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